



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
TENNESSEE STATE BOARD OF COSMETOLOGY
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-1147
(615) 741-2515

IMPORTANT INFORMATION

TO: ALL FULL SERVICE COSMETOLOGY SHOP APPLICATIONS

The attached application **MUST** be completed in its entirety, notarized and returned with a fee of one hundred dollars (\$100.00). Application must be made at least three weeks before the date you wish to open your shop for business.

INSPECTION: The initial inspection will be made within ten (10) days of the receipt of application by the board office. **IMPORTANT NOTE: ALL NEW SHOPS OR CHANGE OF LOCATION MUST BE INSPECTED AND APPROVED BY AN INSPECTOR OF THE BOARD BEFORE OPENING FOR BUSINESS. A FULL SERVICE COSMETOLOGY shop must meet the following requirements before it can be inspected:**

- a) One (1) shampoo bowl with hot and cold running water in work area and chair
- b) One (1) enclosed storage area for clean towels
- c) One (1) covered container for soiled towels
- d) One (1) covered trash container maintained in a sanitary condition
- e) One (1) dry sterilizer, or sanitary compartment
- f) One (1) wet sterilizer
- g) One (1) work station (standard size) for each operator
- h) One (1) ultra violet sanitizer
- i) One (1) blood spill kit; and
- j) Adequate restroom facilities
- k) Laundry facilities may not be visible to the public
- l) All containers for cosmetic products must be properly labeled
- m) Sign prominently posted stating that the customer has the right not to have drills used on his or her nails.

Residential shops must maintain a separate entrance without requiring passage through any portion of a private residence. Separate restroom facilities must be provided apart from the living quarters. All shops, including ones located in a private residence, shall display a sign of sufficient size as to be clearly visible from the street, indicating that it is a shop.

FOR ALL SHOPS OFFERING MANICURING SERVICES:

**EFFECTIVE JULY 1, 1997: ONLY DRILLS-MARKED BY THE MANUFACTURER,
FOR HUMAN NAILS-CAN BE USED IN ANY SHOP.**

MANAGEMENT: Full service cosmetology shops must have a licensed cosmetologist who will serve as a manager of the shop. A manager must be at least eighteen (18) years of age.

NEW LAW EFFECTIVE 4-1-2000: NO METHYL METHACRYLATE (MMA) MAY NOT BE USED IN A SHOP.

CONTACT YOUR LOCAL COUNTY COURT CLERK OFFICE CONCERNING THE REQUIRED BUSINESS LICENSE.

See back for more information

POLICY ON THE A.I.D.S. VIRUS

In response to many inquiries regarding the policy for dealing with students, cosmetologists, or patrons infected with the AIDS virus, the Board feels it necessary to set forth guidelines regarding this sensitive subject.

Since AIDS virus is not transmitted through casual contact, the same precautions apply to those infected as those who are not infected. Transmission of the virus occurs through sexual contact with someone infected with the AIDS virus, by sharing contaminated needles and syringes, and from HIV-infected mothers to their infants at or before birth. Testing of donated blood for HIV antibodies has greatly reduced the risk of infection from a blood transfusion.

When nicks and cuts occur, the wound should be washed with an antiseptic, stop the flow of blood, cover the area with a bandage to prevent infection and further protect it with a finger cot with gloves until the wound has healed. All implements involved must be sterilized prior to re-use.

Since many different disease-causing agents besides HIV live in blood, it makes sense to clean blood spills immediately. Use a common cleanser or fresh mixture of 1 part bleach and 10 parts water. HIV dies very quickly outside the body and is easily killed, even with hot water and soap.

In cases of chapped, abraded, weeping or dermatic skin, gloves should be worn to protect the condition and prevent release of body fluids. Gloves must be discarded after each service is completed and not re-used.

If an AIDS infected person exhibits obvious open sores, Rule 0440-2-.12 of the Cosmetology Rules and Regulations regarding communicable diseases applies and the infected person must be excused until a doctor's release is obtained. This rule also applies to those infected with any contagious disease such as measles, mumps, etc., and infectious conditions such as head lice or contagious skin diseases.

THE FOLLOWING INFORMATION IS PROVIDED ON BEHALF OF THE U.S. DEPARTMENT OF JUSTICE, CIVIL RIGHTS DIVISION, OFFICE ON THE AMERICANS WITH DISABILITIES ACT (Title II, U.S. Code).

New Construction and Alterations

- * Public entities must ensure that newly constructed buildings and facilities are free of architectural and communication barriers that restrict access or use by individuals with disabilities.
- * When a public entity undertakes alterations to an existing building, it must also ensure that the altered portions are accessible.
- * The ADA does not require retrofitting of existing buildings to eliminate barriers, but does establish a high standard of accessibility for new buildings.

Public entities may choose between two technical standards for accessible design: The Uniform Federal Accessibility Standard (UFAS), established under the Architectural Barriers Act, or the Americans with Disabilities Act Accessibility Guidelines, adopted by the Department of Justice for places of public accommodation and commercial facilities covered by Title III of the ADA.

The elevator exemption for small buildings under ADA Accessibility Guidelines would not apply to public entities covered by Title II.

For information concerning the requirements of The American With Disabilities Act, contact your local building codes office.